

TMR

Travel and Miscellaneous Reimbursements

Travel Advances

- Who Can Use a TMR Travel Advance?
- When Can a TMR Advance be Requested?
- Steps for Requesting and Obtaining an Advance
- After the Trip – Advance Liquidation

August 2004

This manual is available for printing at <http://feddesk.gsa.gov>

Notes for All:

- Requesting Advances through TMR is the ***EXCEPTION*** to GSA procedures. Whenever possible, the Traveler should obtain Advances through use of their personal-issued Government Travel charge card.
- TMR Travel Advances are not available on Blanket Authorizations and may only be obtained on Single-Trip Authorizations.
- Some government agencies do not use the TMR Travel Advance option. Check your agency policy before using this feature.
- The TMR Travel Advance request is a three-step process performed by:
 1. Authorization Creator
 2. Approver
 3. Traveler

Step 1: AUTHORIZATION CREATOR

The screenshot shows a web-based form titled "Contains Privacy Data PL93-579 Privacy Act - Travel Reimbursements - DIANE STEWART - fedtest - [Authorization Maintenance]". The form is divided into several sections. The top section contains fields for Authorization Number (21272), ACT Number (21272000), Traveler/Requestor (Traveler, Two), Status (Rejected), and Created by (STEWART, DIANE). Below this, there are fields for Major Transportation by (Airline), Estimated Amount (\$380.00), Airline Ticket Fee (\$18.00), and Corporate Acct? (checked). The Purpose of Trip is SV-Site Visit. The Max Auth Amt is \$1,542.50 and the Total Amt is \$1,922.50. The Cash advance other than Bankcard? checkbox is checked. The Actual Expense? checkbox is unchecked. The Any Non-Federal Sponsored Items? checkbox is unchecked. The Remarks field contains the text: "Annual sit visit of PLV facilities. CRV authorized to / from the airport. CRV authorized in Kansas City due to the unavailability of a GOV. Receipts required for lodging and transportation and any". Below the Remarks field, there is a table for Destination information. The table has columns for Start Date, End Date, City & State, Lodging, and M&IE. The data row shows: 8/18/2004, 8/27/2004, KANSAS CITY, KANSAS, \$792.00, and \$408.50. To the right of the Destination table, there is a table for Local Travel information. The table has columns for Travel Type, Amount, and Description. The data rows are: Car Rental (\$263.00), POV (\$26.00 to/from airport), and Other (\$35.00 airport parking).

Start Date	End Date	City & State	Lodging	M&IE
8/18/2004	8/27/2004	KANSAS CITY, KANSAS	\$792.00	\$408.50

Travel Type	Amount	Description
Car Rental	\$263.00	
POV	\$26.00	to/from airport
Other	\$35.00	airport parking

After all other information is completed on the Authorization, click on the 'Cash Advance Other Than Bank Card?' box. A new 'Advance' folder is created.

Respond to the check boxes.

- ‘Does Traveler have a Government Charge Card?’ - Check this box if the Traveler does have a Government Charge Card even though an advance is being requested through TMR.
- ‘Is this a Retained Advance’ – Check this box if the Traveler will vouch more than once on this Authorization and is authorized to delay the liquidation of the advance until the final voucher.

Submit the Authorization for approval.

Step 2: APPROVER

When reviewing the Single-Trip Authorization, the Approver MUST do the following:

Click on the Advance tab.

Enter an amount into the ‘**Maximum advance authorized:**’ field. The amount the Approver enters is the maximum amount that the Traveler can request. The Approver may enter the full amount of the calculated ‘Maximum advance allowed:’ or any amount less.

After reviewing the Authorization, Approve the voucher. An email is then sent to the Traveler and to the Authorization creator to inform them of the status of the Authorization.

Here is a sample email that is sent to the Traveler:

```
From: FEDdesk.Notification@gsa.gov[SMTP:FEDDESK.NOTIFICATION@GSA.GOV]
> Sent: Friday, August 27, 2004 12:56:43 PM
> To: Traveler2@gsa.gov
> Subject: Travel authorization GS1021FI521272 ready for approval
> Auto forwarded by a Rule
>
Travel authorization number GS1021FI521272, created by DIANE STEWART,
has received final approval.
```

The Travel Authorization may now be linked to a Voucher.

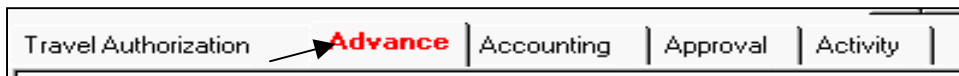
Approval comments from APPROVER 1:
Advance request approved.

<http://FEDdesk.gsa.gov>

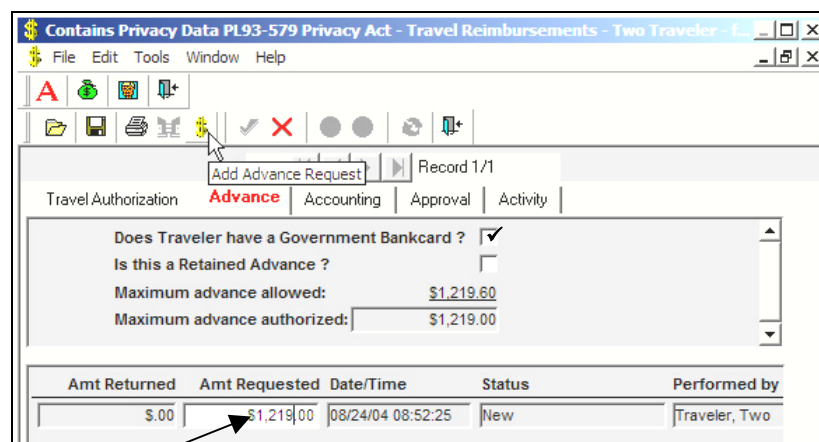
This message is system generated. Please do not reply.

Step 3: THE TRAVELER

The Traveler must 'request' an Advance **AFTER** the Authorization has been approved. The Traveler must go into TMR and open the Single-Trip Authorization and do the following:



Click on the Advance Tab and add the Amount Requested.



Amt Returned	Amt Requested	Date/Time	Status	Performed by
\$.00	\$1,219.00	08/24/04 08:52:25	New	Traveler, Two

Click the 'Add Advance Request' icon on the Tool Bar. Alternately, place the mouse in the gray area at the bottom of the screen and click the right-mouse button and choose ADD.

In the '**Amt Requested**' field, enter the amount of the Advance requested. The Traveler may enter any amount up to but not more than, the 'Maximum advance authorized' by the Approver.

NOTE: A Traveler may request part of an Advance now and part later as long as the multiple requests do not exceed the 'authorized amount'. No more Advances may be requested after the end date of the trip. The Traveler should receive the Advance requested within three to five business days.

After the Trip – Advance Liquidation

Advances are liquidated (paid back) beginning with the first Voucher that is linked to the Authorization. If the Advance is not liquidated with the first Voucher, any supplemental vouchers will also be used to clear the Advance. Advance money is liquidated before any Bankcard or Employee Reimbursements are made. If the Advance is a Retained Advance, liquidation of the Advance does not begin until the 'Final' Voucher for the trip. There can be only one voucher in process at a time associated with an Authorization that has an outstanding Advance. A voucher must receive Approval or be deleted before another voucher can be created.

The Outstanding Advance Amount displays at the bottom of the voucher Line Items folder.

The screenshot shows a software window titled "Contains Privacy Data PL93-579 Privacy Act - Travel Reimbursements - Two Traveler - fedtest - [Voucher Maintenance]". The window has a menu bar (File, Edit, Tools, Window, Help) and a toolbar. Below the toolbar are tabs: General Info, **Line Items**, Accounting, Approvals, and Activity. The "Line Items" tab is active, displaying a table of travel expenses.

Date Incurred	Expense Category	City State	Expense Type	Corporate Acct	Non Federal Bank Sponsored	Card	Mileage	Amount	Lodging Tax/ Ticket Fee	Comments
8/18/2004	Transportatio		Airline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$380.00	\$18.00	
8/18/2004	Transportatio		Car Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		\$263.00		
8/18/2004	Transportatio			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$26.00		to/from airport
8/18/2004	Other			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$35.00		airport parking
8/18/2004	Per Diem	KANSAS CITY,KANSAS	Meal + IE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$32.25		MI&E for travel day
8/26/2004	Per Diem	KANSAS CITY,KANSAS	Meal + IE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$344.00		MI&E for 8 full days
8/26/2004	Per Diem	KANSAS CITY,KANSAS	Lodging	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		\$792.00	\$179.00	Lodging for 9 full days
8/27/2004	Per Diem	KANSAS CITY,KANSAS	Meal + IE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$32.25		MI&E for travel day

At the bottom of the window, there is a summary section:

Voucher Total: \$2,101.50	Employee Reimbursement: \$469.50	Outstanding Adv Amt: \$1,219.00	Net Employee Reimbursement: \$0.00
Current mileage rate: \$0.375	Bankcard Total: \$1,234.00		

Remember to occasionally save while creating your voucher. During the Save process, calculations are done and messages are returned if accounting coding or allocations are not correct.

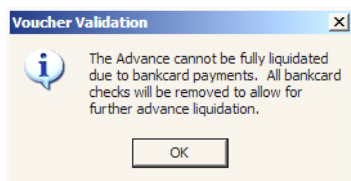
Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Elem	Project Number	Work Item
Reimbursement	.00	262X	2002	06	S06B0310	GBT1	GBH40	710		
Bankcard	.00	262X	2002	06	S06B0310	GBT1	GBH40	710		

Total Amount to allocate: \$484.50
Unallocated amount: \$484.50

No Reimbursement funds to allocate

Bankcard Amount to allocate: \$1,234.00
Bankcard Unallocated amount: \$1,234.00

In this example, the Advance cannot be liquidated because of the Bankcard payment amount. To reconcile this, TMR removes the checkmarks for Bankcard payments in the Line Items folder. Now, all of the expense amounts are labeled as Reimbursement expenses instead of being split between Reimbursement and Bankcard expenses



TMR will then use as much of the Reimbursement amount to liquidate the Advance. The rest of the expense money can be allocated to either Reimbursement or Bankcard or the amount can be split between the two Types.

In the example below, the Traveler has allocated all expense money to be returned to him/her and no Bankcard payment will be made. The employee then is responsible for paying the Bankcard charges directly to the Bankcard company.

Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Elem	Project Number	Work Item
Reimbursement	484.50	262X	2002	06	S06B0310	GBT1	GBH40	710		
Bankcard	.00	262X	2002	06	S06B0310	GBT1	GBH40	710		
Bankcard	.00									
Bankcard	.00									

Total Amount to allocate: \$484.50
Unallocated amount: \$0.00

Reimbursement Amount to allocate: \$484.50
Reimbursement Unallocated amount: \$0.00

No Bankcard funds to allocate

Submit a voucher for approval

After the voucher is complete and all amounts are allocated, the Traveler Submits the voucher.

The Approver reviews and Approves the voucher.

Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Elem	Project Number	Work Item
Reimbursement	484.50	262X	2002	06	S06B0310	GBT1	GBH40	710		

Total Amount to allocate: \$484.50
Unallocated amount: \$0.00
Reimbursement Amount to allocate: \$484.50
Reimbursement Unallocated amount: \$0.00
No Bankcard funds to allocate

After Final Approval, the Approver gets a message to inform him/her of the Advance amount that has been liquidated

Advance Paid

A liquidation amount of \$1,219.00
has been made against the advance for authorization 21272.

OK

And, after Final Approval, the Traveler receives an email message to let him/her know the status of the voucher. The status of Advance liquidation can always be checked from the Authorization. The Advance folder displays the Amount that is returned with each voucher along with the Date that the Advance was reconciled.

Amt Returned	Amt Requested	Date/Time	Status	Performed by
\$0.00	\$1,219.00	08/24/04 08:52:25	New	Traveler, Two
\$1,219.00	\$0.00	08/24/04 09:25:31	Returned	Approver, One

Advance Reminders	
1	An Advance request is a 3 step process that involves an action to be performed by the Authorization Creator, Approver and then the Traveler
2	The Authorization Creator establishes the Advance folder. The Approver completes the Maximum advance authorized amount. The Traveler, finally, must request an Advance amount.
3	Advances are liquidated (paid back) beginning with the first Voucher that is linked to the Authorization, unless the Advance is a Retained Advance.
4	If the Advance is not liquidated with the Final Voucher, any supplemental vouchers will also be used to clear the Advance.
5	If the Advance is a Retained Advance, liquidation of the Advance does not begin until the Final Voucher for the trip is Approved.
6	Advances are liquidated before any Reimbursement or Banckcard payments are made
7	There can be only one voucher in process at a time associated with an Authorization that has an outstanding Advance. A voucher must receive Final Approval or be deleted before another voucher can be created.
8	<u>Tab</u> out of a field after entry for update to occur.
9	<u>Save</u> your work before exiting a screen.
10	<u>Save</u> your work before submitting your Voucher.
11	<u>Right mouse click</u> to add or delete a line.
12	Advances are not allowed on Blanket Authorizations.